

Boyd K. Rutherford
Abed
Lt. Governor
Secretary

Larry Hogan
Governor

Sam

Pre-Bid Conference Summary

Shredding Services
eMMA# BPM023725
Agency Control Number: 21-AX-G01
April 19, 2021

Minimum Requirements:

The Department of Juvenile Services (DJS) is issuing this Invitation for Bids (IFB) in order to provide shredding services for multiple DJS locations. Baltimore Juvenile Justice Center (BCJJC), 300 N. Gay Street, Baltimore Maryland 21202 , Maryland Youth Residence Center (MYRC) 721 Woodbourne Avenue, Baltimore Md 21212, Plaza Office 6502 Reisterstown Rd. , Baltimore, Md 21215, and Southern Office 530 N. Hilton Street Baltimore, Md 21229.

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. The free self -certification process can be completed on eMMA.

The Bidder shall have three (3) years of experience.

As proof of meeting this requirement, the Bidder shall provide with its Bid three (3) references from the past ten (10) years that can substantiate this experience.

The Contractor and its staff must be qualified to execute the terms of the Contract and meet the above-referenced requirements.

Key Dates: **Bids due date 04/23/2021 at 9:00 AM**
 Bids Opening Date: 04/23/2021 at 11:00 AM

SCOPE of WORK:

Requirements for Shredding of Confidential Documents

The Contractor Shall:

- a) Provide collection and off-site secure shredding services of documents containing both confidential, non-confidential and personal information from various locations. Collections shall be made during the States normal business hours, Monday to Friday between 8:00am-5:00pm except holidays.
- b) Provide all required labor, transportation, supervision, materials, tools and equipment necessary for the collection and shredding of all confidential and non-confidential documents.
- c) The contractor shall be a NAID (National Association for Information Destruction) AAA certified in the State of Maryland.

The certificate of insurance according to the limits prescribed will be required before the start on the contract.

Security Clearance:

The contractor shall obtain from each individual assigned to work on the Contract a statement permitting a criminal background check. The Department will obtain a criminal background check for each individual using a source of its choosing. The Contract Monitor reserves the right to reject any individual based upon the results of the background check. Persons with a criminal record may not perform services under the Contract unless prior written approval is obtained from the Contract Monitor.

The Contract Monitor reserves the right to reject any individual based upon the results of the background check. The decision of the Contract Monitor as to acceptability of a candidate are final. The State reserves the right to refuse any individual Contractor Personnel to work on State premises, based upon certain specified criminal convictions, as specified by the State.

Attendees:

Michelle Thomas- Procurement Officer-DJS
Donny Mwaha – Procurement Officer – DJS
Robin Moore– DJS
Marten & Karen Fisher- Proshred
Mark Skakle – Shred-It

